



Michigan Department of Environmental Quality  
Water Resources Division

## MiWaters Certifier Agreement

This Agreement will allow you to electronically submit forms and reports using the Michigan Department of Environmental Quality's MiWaters system when those forms and reports require a signature, using the account identified by your e-mail address. To receive the necessary authorization, you must fill out this form completely, sign it, have the verification signed by a MiWaters Site Administrator (see below) and send the original to:

Certifier Agreement Administrator  
Michigan Department of Environmental Quality  
P.O. Box 30458  
Lansing, MI 48909-7958

**Faxes, photocopies, and other facsimiles will not suffice.**

If you are a certifier for multiple facilities, a separate MiWaters Certifier Agreement is required for each site.

Site/Facility/Permittee Name:	
Permit number(s), if applicable:	
County where site is located:	
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Your First and Last Name:	
Your Street Address:	
Your City:	
Your State:	
Your Zip Code:	
Your Telephone:	
Your E-mail:	

**Notes:**

- (1) The Name must be the name of the person shown on the next page; site/facility names are not allowed, and if used will cause the form to be returned.
- (2) The address must be a street address. Post Office boxes are not allowed.
- (3) The e-mail address is the address used for the MiWaters account. It should be the e-mail address for the person listed here and shown on the next page. It can be a person's work e-mail address, but it should not be a group, general, or company e-mail address.

I, \_\_\_\_\_, the undersigned, am submitting this Certifier Agreement to the Michigan Department of Environmental Quality (MDEQ) to receive authorization to electronically submit forms and reports using MDEQ's MiWaters electronic submission system. This agreement cannot be used for the submission of documents associated with the negotiation or execution of administrative orders, consent judgments, and other legal pleadings. With this authorization, any and all other submissions made with the MiWaters system using the accounts identified by my e-mail address above will be the equivalent of my handwritten signature on all electronically submitted reports, documents, applications, files, or forms authorized under this agreement, and shall have the full legal force of an actual handwritten signature pursuant to the Michigan Uniform Electronic Transaction Act, 2000 PA 305 (MCL 450.831-450.849). My account will be authorized to submit electronic submissions upon receiving approval from the MDEQ.

I hereby agree to the following terms and conditions:

- 1) I will protect my account password and all security question and answer pairs from compromise and from use by any other party, including anyone who may be acting as my agent.
- 2) I will notify the MDEQ within 24 hours after discovery of any evidence of the loss, theft, or other compromise of my account password or any security question and answer pairs.
- 3) I will review and, if necessary, repudiate by submission of a notice to the MDEQ any electronic reports, documents, applications, files, or forms that may have been submitted to the MDEQ after this loss, theft, or other compromise.
- 4) I will review within 24 hours the acknowledgments and copies of submitted documents generated by the MDEQ's MiWaters system.
- 5) I will notify the MDEQ within 24 hours after discovery of any evidence of discrepancy between any information electronically submitted by my accounts and what was received by the MDEQ.
- 6) Notifications required by paragraphs 2, 3, and 5 above shall be made by sending an e-mail to [DEQ-WRD-MiWaters@michigan.gov](mailto:DEQ-WRD-MiWaters@michigan.gov).

I understand and agree that I shall be legally bound, obligated, and responsible, and subject to all penalties and reimbursements under law, for any unauthorized use or false or misleading submissions under my account in the MDEQ's MiWaters system.

Applicant's signature:

\_\_\_\_\_

Date: \_\_\_\_\_

## Site Administrator Verification

The Site Administrator is responsible for ensuring the appropriate people at the facility or site, or representatives of the facility or site, have access to MiWaters, and that information submitted via MiWaters is true and accurate. It is recommended that this person also be an Administrator in MiWaters but it is not required. This person should be:

- For a corporation, a principal executive officer of at least the level of vice president; or a designated representative if the representative is responsible for the overall operation of the facility from which the discharge originates;
- For a partnership, a general partner;
- For a sole proprietorship, the proprietor;
- For a municipal, state, or other public facility, either a principal executive officer, the mayor, village president, city or village manager, or other duly authorized employee, or;
- A duly authorized representative such as an individual having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual having overall responsibility for environmental matters for the facility

I am the Site Administrator for the site identified in this Agreement. I verify that the applicant has been designated as a certifier for the site and should be granted authority to electronically submit forms and reports as a certifier through the MiWaters System on behalf of the site.

I understand and agree that as the Site Administrator, it is my responsibility to promptly inactivate the applicant's access to the site's MiWaters account if his/her status as certifier for the site ends.

Site Administrator's Name (print or type):

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Title:

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Site Administrator's signature:

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Date: 

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